



1. General:

- 1.1. These internal regulations are binding for all the members of Genius Loci.
- 1.2. These internal regulations serve as an addendum to the statutes of the association.

2. Modification of internal regulations (addendum to the statutes):

- 2.1. These internal regulations may only be modified during a General Members Assembly (GMA).
- 2.2. Notice of such a modification must be given to all members within one week of the relevant GMA.
- 2.3. No less than 5% of the student-members must be present at the GMA to modify these internal regulations.
- 2.4. A modification is approved by a majority of the votes cast during the GMA.
- 2.5. Should less than 5% of the student-members be present, a modification may be approved during the next GMA subject to only a majority of the votes cast.

3. The Board:

- 3.1. The Board consists of a President, Secretary, Treasurer, Commissioner of Educational Affairs, Commissioner of Internal Affairs and a Commissioner of External Affairs.
 - 3.1.1. The President's key duties include chairing meetings of the Board and GMAs, applying for FOS for the members of the Board, maintaining contact with sister associations and the educational programme team, and managing the archive.
 - 3.1.2. The Secretary's key duties include the writing of and sending the weekly Genius Mail, dealing with inbound post and emails, maintaining membership records, taking minutes of the meetings of the Board, GMA, and Committee Meetings, and managing the archive.
 - 3.1.3. The Treasurer's key duties include the management of all of the association's accounts, updating its information held by the Chamber of Commerce, drawing up the accounts of the past financial year and a budget for the financial year ahead for the study association and presenting them at the financial GMA (FGMA), levying contributions, managing the archive, and participating in the Shopcie.
 - 3.1.4. The Commissioner of Educational Affairs' key duties include monitoring the quality of education by occupying a seat on the educational programme committee, chairing the Onderwijscommissie (educational committee), and promoting contact between students and lecturers.
 - 3.1.5. The Commissioner of Internal Affairs' key duties include communication with the committees about progress and activities, maintaining an activities calendar, organising a drinks party for the committees twice a year, and serving as chair of the Shopcie.
 - 3.1.6. The Commissioner of External Affairs' key duties include the management of contact with actual and potential sponsors by chairing the Acquisitie (acquisition committee), promoting the educational programme and the study association amongst potential students, and participating in Shopcie.
- 3.2. The Board is required to find their own successors. Nevertheless, everyone may stand for election until one week before the changeover GMA. The Board must be given written notice of this. The GMA shall elect the successors.

4. Members:

- 4.1. The association draws a distinction between student members, lecturer members and other members for administrative purposes.



- 4.2. A student member is deemed to be anyone who can show that they are a student and who has started a Bachelor's degree in Landscape Architecture and Spatial Planning or a Master's degree in Landscape Architecture and Planning at Wageningen UR.
- 4.3. A lecturer member is deemed to be anyone who works at Wageningen UR.
- 4.4. Other members are deemed to be anyone who is not referred to in Articles 4.2 or 4.3.
- 4.5. Members pay contribution once an association year and shall be a member from September 1st to August 31st of the following year.
- 4.6. Lecturer and other members fall within a separate category of contribution.
- 4.7. Every week, member receive an overview of the association's forthcoming activities in the Genius mail, with the exception of holiday periods.
- 4.8. Student and lecturer members receive the Genius mail, the Huchtgerucht and the TOPOS annual. Other members only receive the Genius mail and TOPOS annual.
- 4.9. Members are eligible for a discount on all activities and publications organised or issued by Genius Loci and shall have priority over non-members.
- 4.10. Honorary members may be nominated by the Board and shall be elected by a majority of the votes cast in a GMA. The conditions for and components of honorary membership are as follows:
 - 4.10.1. An honorary member must be or must have been active within Study Association Genius Loci.
 - 4.10.2. An honorary member is someone who has been of special service to the association. This entails that they have been responsible for extraordinary achievements while making a contribution to the realisation of the association's goals or who have held a position on the Board for a lengthy period of time and have contributed to the achievement of the association's objectives.
 - 4.10.3. Honorary members do not have any financial obligations but hold all of the rights of student members.
 - 4.10.4. Every year, the Board shall honour honorary members with a drinks party, which shall be open to all the members.
- 4.11. Mourning protocol:
 - 4.11.1. The association has a mourning protocol, which the Board may declare applicable in the following cases:
 - 4.11.1.1. Upon the death of a student who is registered for the Bachelor's or Master's degree in Landscape Architecture and Spatial Planning or a transition programme by way of preparation for this.
 - 4.11.1.2. Upon the death of a person who has special ties with the association.
 - 4.11.2. After giving notice of the death of a person referred to in Article 4.11.1 the executive board shall be required to hold a meeting to consider the action points mentioned in Articles 4.11.3 and 4.11.4 as soon as possible.
 - 4.11.3. In a situation referred to in Article 4.11.1.1 mourning on the part of the association shall commence on the date of the relevant individual's death and shall continue until the date of their funeral. Where this does not apply, the Board shall decide. The external characteristics of the association's mourning in such a situation are as followed:
 - 4.11.3.1. The Board will send their condolences.
 - 4.11.3.2. The Board will attend the funeral where possible if wished by the family of the individual.
 - 4.11.3.3. The Board will contact the relevant study adviser. Where required, a representative of the association will help the study adviser to take further action..
 - 4.11.3.4. Where possible, activities of the association after 6 pm will be cancelled.
 - 4.11.3.5. A moment of silence will be held during any activities of the association that will take place.
 - 4.11.4. The Board shall send condolences in a situation referred to in Article 4.11.1.2. The Board may also decide to proceed with the mourning procedure in accordance with Article 4.11.3.
 - 4.11.5. Any contract between the association and another party in relation to a one-day event must contain a clause pertaining to the contract in the event that the association is in mourning.
 - 4.11.6. The organiser of a multiple day event may opt for insurance or a clause in the relevant contract in relation to mourning on the part of the association.





5. General Member's Meeting:

- 5.1. The invitations of a GMA must be sent to the members sixteen days in advance.
- 5.2. Where possible, candidates for the new Board will be announced before the GMA takes place.
- 5.3. Members may submit items for the agenda of the GMA to the President.
- 5.4. In principle, all of the members of the Board will be present at the GMA.
- 5.5. The minutes must be uploaded as soon as possible after the GMA, behind a password on the website.
- 5.6. The GMA must take place three times a year, one of which will be a Financial GMA.
- 5.7. At the GMA, at least one member of every committee must be present.
- 5.8. In the event that a committee fails to comply with Article 5.7, they are required to present a bottle of Berenburg to the following GMA.

6. Committees: general

- 6.1. Committee members must be a member of Genius Loci
- 6.2. Committees are, when signing a contract, obliged to have permission of the Board.
- 6.3. In the event of a failure to comply with Article 6.2, the members of the committee shall be personally responsible and liable for any harm and/or loss.
- 6.4. Committees consist of at least one Chair, one Secretary and one Treasurer. One committee members can take up more than one role.
- 6.5. A committee may only be established or dissolved within a vote during a GMA.
- 6.6. The committees are required to keep the Board informed of their membership by means of updated lists of their members.
- 6.7. The committees are to recruit their own members. The Commissioner of Internal Affairs may be asked for assistance.
- 6.8. The committees have a duty to maintain a manual of their activities which describes the steps that are to be taken, their finances, their outcomes and any improvements for the future. The Commissioner of Internal Affairs must receive a copy of it for the archive.
- 6.9. Every year a committee must punctually present the Board and the FGMA with accounts and a budget for them to approve. The treasurer of the relevant committee is responsible for this.
- 6.10. Each committee's treasurer shall enter a contract with the association for the purposes of borrowing funds which will be placed at the committee's disposal and for the purposes of obtaining the Board's consent to collect money from the participants in its activities for the purposes of covering the relevant committee's expenses.
- 6.11. Activities must be announced to members, through the Genius mail, social media and the poster boards. Promotion material, consisting of a poster and promotion message, must be delivered to the Commissioner of Internal Affairs at least three weeks before the activity takes place.
- 6.12. Committees must include the logos and names of the partners in their physical promotion material. The Commissioner of External Affairs will provide a package containing the logos and advertisements which the committees are required to use in their correspondence.
- 6.13. Correspondence must be made in English, unless the activity is directed exclusively towards Dutch students.
- 6.14. A claim may be submitted for any expenses which are incurred for the purposes of organising activities for Genius Loci. The Board shall determine whether a claim is to be honoured or not.
- 6.15. The Commissioner of External Affairs and the Acquisitie (acquisition committee) may be asked for assistance for securing partners by committees.
- 6.16. Committees are required to invite the whole Board to their activity.



7. Committees: specific:

7.1. Almanakcie:

- 7.1.1. Arranges the publication of an almanac once every two and a half years.
- 7.1.2. In the case of a Lustrum, arranges a Lustrum almanac.

7.2. aXie:

- 7.2.1. Organises all sorts of relaxing activities.
- 7.2.2. Organises the annual barbecue and Sinterklaas drink.
- 7.2.3. Organises a minimum of one activity every period.

7.3. Barcie:

- 7.3.1. Organises the drinks of Genius Loci.
- 7.3.2. Ensures that there is a sufficient amount of Berenburg at the drinks.
- 7.3.3. Is not responsible for any loss or damage which occurs to any person or property during a drinks party. Following their departure from the room in which the drinks party occurs, the person in question shall be personally responsible for any loss or damage.
- 7.3.4. Where requested, shall arrange drinks parties for the staff related to the chair groups Landscape Architecture, Land Use Planning, and Cultural Geography.
- 7.3.5. Helps the aXie with organizing the annual barbecue.

7.4. BuitelHucht:

- 7.4.1. Organises study-related excursions, talks and other activities for the purposes of providing information to all of the members, in respect to which the industry plays a major role.

7.5. Buitex:

- 7.5.1. Organises a foreign trip with a study-related program every year.

7.6. Digicie:

- 7.6.1. Maintains and is responsible for the website and social media accounts of the association.
- 7.6.2. Serves as the curator for the photographic archive.
- 7.6.3. Is responsible for assigning a committee member to be present at an activity to make photos. In the event of failure, this must be passed along to the commissioner of internal affairs and a new person will be found in consultation with the Digicie.

7.7. EJC:

- 7.7.1. Stands for 'Eerstejaarscommissie' (First Years Committee).
- 7.7.2. Consists of First Year Bachelor students.
- 7.7.3. Organises activities for students of their own year.
- 7.7.4. Organises a integration weekend for the new first-year students during the second year.

7.8. Galacie:

- 7.8.1. Organises an annual gala for members.
- 7.8.2. In case of a Lustrum, organises a Lustrum Gala.

7.9. Hydratacie:

- 7.9.1. Hydrates the members by means of coffee, tea, and lemonade.

7.10. KasCo:

- 7.10.1. Consists of the previous Treasurer and another previous board-member of the Board that was appointed two years before the current Board.
- 7.10.2. The members of KasCo may not serve as the treasurer or committee treasurer while they are members and for one year thereafter.



7.10.3. Monitors the Treasurer's performance by checking the accounts for the current financial year and the budget for the new one before they are presented to the FGMA.

7.11. Lucie:

- 7.11.1. Organises a Lustrum of the association every five years.
- 7.11.2. Asks the Commissioner of Internal Affairs to organise committee meetings with all of the committees, so as to adopt a comprehensive approach.

7.12. MasCot:

- 7.12.1. Consists of mainly Master's students.
- 7.12.2. Organises activities to facilitate the integration of foreign and domestic Master's students.

7.13. NGPS:

- 7.13.1. Is part of the national committee which organises the National Geographic and Planning Symposium.
- 7.13.2. Encourages the integration of those applied and other universities which have an affinity with spatial planning and to serve as a platform for consultation between those students with the same affinity and labour market.

7.14. Onderwijscommissie (education committee):

- 7.14.1. Supports the Commissioner of Educational Affairs by conducting course evaluations by request of the Programme Committee and by flagging educational problems.
- 7.14.2. Organises the annual 'Vak van de Hucht'-award.
- 7.14.3. Organises an educational debate and education-related activities.
- 7.14.4. Helps the association organise informational activities, such as orientation days, open days and a career day at the request of the educational team or the Commissioner of External Affairs.

7.15. Ouderdagcommissie (parents day committee):

- 7.15.1. Organises a Parent's Day for second-year Bachelor's students and their parents.

7.16. Presscie:

- 7.16.1. Is responsible for the association's magazine, *Het Huchtgerucht*. It will be published three times a year.
- 7.16.2. Is responsible for the Huchtitem every year.

7.17. Raad der Geniën (Genius Council):

- 7.17.1. Consists of all former members of the Board and advises the current Board and the GMA in relation to their decision-making.
- 7.17.2. May help the Board perform its duties if requested.
- 7.17.3. Has access to all of the association's documents in order to present sound advice in the association's interest.
- 7.17.4. Committee of Appeal:
 - 7.17.4.1. The Raad der Geniën nominates at least two former board members for the Committee of Appeal, who left the Board at least a year ago.
 - 7.17.4.2. Rules on any dispute arising in response to a decision or any action taken by the Board.
 - 7.17.4.3. An application to have a dispute dealt with must be submitted to the Board in writing.
 - 7.17.4.4. The Committee of Appeal must hand down a ruling, which shall be binding, by no later than four weeks after such application has been submitted. Nevertheless, the GMA may declare that such a ruling is invalid.

7.18. Shopcie:

- 7.18.1. Sells drawing materials and merchandise to members from the Genius Shop in the Hok.



- 7.18.2. Provides a basic drawing kit to first-year Bachelor students at the start of the first period of the academic year.
- 7.18.3. Provides a drawing kit to the second-year Bachelor students with the Bachelor's major Landscape Architecture at the start of the first period of the academic year.
- 7.18.4. Organises at least two moments during each academic year for the purpose of selling drawing materials and related items.

7.19. Acquisitie (acquisition committee):

- 7.19.1. Helps the Commissioner of External Affairs maintain contact with the association's current partners, establishes contact with potential new partners and updates to partnership packages.

7.20. TOPOS:

- 7.20.1. Maintains the website of TOPOS.
- 7.20.2. Is responsible for publishing the TOPOS yearbook. The condition subject to which TOPOS has been admitted to Genius Loci are set out in the 'Overeenkomst Genius Loci, TOPOS en Leerstoelgroepen' (Genius Loci, TOPOS, and Chair Groups agreement), which has been appended to these Internal Regulations in the form of an annex.

7.21. W.C.-B.R.I.L.:

- 7.21.1. Stands for 'Weekend Commissie – ter Bevordering van de Relatie en Integratie van de Leden' (Weekend Committee for the Promotion of Relations with and the integration of the Members).
- 7.21.2. Organises the annual association weekend for members.

8. Association rooms:

- 8.1. The association's own room, the Genius Hok, is a room in Forum, the Wageningen UR building.
- 8.2. During opening hours, the Genius Hok is at the disposal of the Board and the committees for meetings and consultations.
- 8.3. The Genius Hok is open for all members during opening hours.
- 8.4. All committees have access to the Genius Hok outside the opening hours. The chair of every committee can, by showing their WUR-card at the reception of Forum, obtain a key to loan, provided that they have signed the key agreement.
- 8.5. The members of the Board each hold a key to the Genius Hok.
- 8.6. After use, the Genius Hok must be left tidy.
- 8.7. A locked archive cabinet in which the Board and the committees may store their records is found in the archive room in the Forum basement. An open archive cabinet in the room is available to the executive board and the members of the committees.
- 8.8. The locked archive cabinet is only accessible to the Board.

9. Graduates:

- 9.1. When a member graduates from Wageningen UR, at least one member of the Board must be present at the ceremony to congratulate them.

10. Donors:

- 10.1. Shall be deemed to be any parties that support the association in the form of a sum in excess of the stipulated contribution payable by non-student members.
- 10.2. Have the same rights as non-student members.



11. Sponsors:

11.1. Provide Genius Loci with financial support and/or services in kind for specific activities and/or for general purposes as stipulated in the agreement with the relevant sponsor.

12. Financial:

12.1. Following the dissolution of the association, any credit balance shall be apportioned in its entirety to anyone who was a member at the time of its dissolution.

13. Privacy and liability:

13.1. Genius Loci may collect its members' personal data. It may do this in order to continue to provide the services which it offers. The precise data which is stored and the measures which are adopted in order to secure it are set out in Genius Loci's Privacy Policy.

13.1.1. The President of Genius Loci is responsible for keeping the Privacy Policy up-to-date.

13.1.2. Genius Loci will not share personal data with any other party, unless this is required in order to continue to provide its services. A list of other parties that fall within this category is set out in the organisation's Privacy Policy.

13.2. Only members of the Board have access to the members administrative records to ensure maximum privacy and to minimise security risks.

13.2.1. No copy of the members administrative records may be stored on a personal computer or hard drive for longer than is absolutely necessary.

13.3. In the case of a data leak Genius Loci shall have a protocol to ensure that any harm is minimised and that the appropriate authorities are notified accordingly.

13.3.1. The Genius Loci chair shall be responsible for the proper implementation of the protocol, unless the nature of the relevant infringement requires otherwise.

14. Equipment:

14.1. A user agreement must be signed before the camera may be used.

14.2. A user agreement must be signed before the microphone(s) may be used.